


VACANCY NOTICE

File#10671

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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| Description of Position | <p>Highway Construction And</p> <p>TITLE OF POSITION: <u>Maintenance Operations Manager</u></p> <p>SALARY RANGE: <u>(2833A) \$53512-\$60742</u></p> <p>Department or Agency Name: <u>TRANSPORTATION</u></p> <p>Division/Section/Unit: <u>Highway & Bridge Maintenance</u></p> <p>Assignment's) / Comments: <u>NS WWK</u></p> <p>Shift and Days: <u>M-F</u></p> <p>Job Location: <u>Lincoln Ave./Warwick</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____</p> <p>Name of Bargaining Unit Union: <u>LIUNA LOCAL 808 (EE-3591)</u></p> <p>There is* <u> </u> is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u></p> <p>*If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. <u>R.I. Residency Required</u></p> |
| General Information to Candidate | <p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Name of department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). |
| Statement of Duties | <p>DUTIES / RESPONSIBILITIES:</p> <p>To be responsible for managing highway maintenance operations programs and assigned staff; as assigned, to be responsible for formulating, implementing and directing maintenance programs and processes, develops program operations, forecasts and plans for summer and winter maintenance operations and snow and ice removal, striping, bridge inspection and repair, concrete and asphalt operations, surface treatment, drainage problems, guardrail maintenance, mowing and landscaping, debris pick-up, hazardous material disposal, rest area maintenance, correctional services, and other activities; to prepare correspondence and reports on issues and concerns as needed; confers with staff to provide input, obtain information, and to assist superior; to do related work as required.</p> |
| Minimum Education & Experience | <p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Civil Engineering; and Experience: Such as may have been gained through: considerable employment in a responsible supervisory position within the public or private sector involving a large highway, bridge construction and maintenance program. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p> |
| Where to Apply | <p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>RIDOT/DEM Human Resources Service Center Two Capitol Hill, Room 214 Providence, RI 02903-1124</p> <p>Telephone #: <u>222-2572</u></p> <p>TTY/TDD #: <u>222-4971</u> (Telecommunication Device for the Deaf)</p>   |

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER